

## SCHOHARIE COUNTY CLASSIFICATION SPECIFICATION

Class Title: **DEPUTY DIRECTOR – OFFICE for the AGING**

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Jurisdictional Class: **Competitive**  
Date Adopted: **March 07, 2009**  
Date Revised:  
Jurisdictions: **County**  
Union Status: **Exempt**  
Pay Grade: **15**

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**DISTINGUISHING FEATURES OF THE CLASS:** A Deputy Director of Office for the Aging assists the Director and, within legal parameters, may act in place of an absent director. Incumbents exercise administrative supervision over some or all program personnel, directly supervise particular activities, perform administrative support duties and may carry a small caseload. They work under the general supervision of the Director of the Office for the Aging and have considerable latitude and independence in performance of his or her duties, assisting the Director in planning, program analysis and management.

The Deputy Director supervises program and support personnel which may include volunteers, contract staff and county employees. Incumbents insure that the goals and objectives of programs in their charge are met and services provided in a safe, timely and efficient manner in compliance with all legal, county, agency and program requirements and policies. The Deputy Director may be responsible for training personnel, and is operational charge of day-to-day operations of the agency. Does related work as required.

**TYPICAL WORK ACTIVITIES:** (Illustrative Only)

Assists the Director in planning and operating programs to serve the aging; developing and modifying agency budget; and recruiting, training and supervising personnel;  
Supervises the operation of all programs on a day-to-day basis;  
Prepares grant and funding applications and drafts contracts and funding agreements for approval by the Director and county attorney;  
Develops, implements, and supervises state aid, federal aid, county funding and voluntary contributions to their intended purpose;  
Prepares work schedules and assignments and reviews and supervises the work of subordinates;  
Conducts surveys and compiles demographic, fiscal and other data; analyzes the data; prepares a variety of reports; Evaluates programs and recommends changes to the Director;  
Investigates and resolves complaints and performs marketing, publicity and public relations functions for the agency;  
Develops and recommends department wide policies to the department head;  
Provides technical assistance to municipal and community agencies concerned with programs and services for the aging;  
Represents agency before boards, committees, other agencies and NYS offices; May participate in or leads multi-agency projects;  
Gathers information on community needs to identify areas where services could best be focused; Analyzes statistical data and impact of the underlying facts on delivery of services;  
Identifies and works closely with Director to correct systemic problems to improve the coordination of quality care, client outcomes and overall customer satisfaction throughout the entire service system;  
Oversees and manages funding, including voluntary contributions which may include cash, assuring that proper accounting procedures are in use and resources are properly utilized;  
Reviews case reports from staff; identifies problem areas and acts with staff to resolve problems;  
May directly assist clients.

Last Reviewed: n/a  
Last Updated: n/a  
Reviewed By: n/a  
Last Reallocated: n/a

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**FULL PERFORMANCE KNOWLEDGE, SKILLS, ABILITIES AND PERSONAL**

**CHARACTERISTICS:** Good knowledge of the characteristics, needs and interests of the aging, community agencies, facilities and services; working knowledge of public relations techniques; basic knowledge of fiscal practices and budgeting; ability to plan and supervise the work of others, organize and communicate clearly and effectively both verbally and in writing; initiative, tact, courtesy, integrity.

**MINIMUM QUALIFICATIONS:**

- (A) A Bachelor's degree from an accredited college or university and two (2) years supervisory experience in a government social or aging services agency; **OR**
- (B) An Associate's degree from an accredited college and four (4) years' experience in a government social or aging services agency, at least two (2) of which is in a supervisory capacity; **OR**
- (C) A high school diploma or equivalency and six (6) years' experience in a government social or aging services agency, at least two (2) of which is in a supervisory capacity; **OR**
- (D) An equivalent combination of education and experience as defined by the limits of (A) through (C) above.

**NOTE:** Part-time employment can be pro-rated to count towards fulltime. Example: six (6) months PT equals three (3) months FT and a higher level of education can be pro-rated for experience up to a year.

**NOTE:** This class requires extensive travel. Incumbents will be required to possess a valid, appropriate level, New York State Motor Vehicle operator's license, or otherwise demonstrate the ability to meet the travel needs of the job.